

Travel Guidelines for Federal and Non-Federal Individuals on Government Business for the U.S. Institute for Environmental Conflict Resolution (USIECR)

As a federal agency, U.S. Institute for Environmental Conflict Resolution complies with several rules governing government travel. The following guidelines are meant to help you and us stay in compliance.

TRAVEL ARRANGEMENTS

A. Air Transportation

You should make your own travel arrangements. Our interest is in allowing you maximum flexibility while minimizing travel costs. You must book your flight at the lowest fare available, preferably reserving your ticket 30 days in advance of the trip. In the event of a change in travel plans, we can only reimburse you for any ticket change or cancellation fees if the change was caused by the U.S. Institute.

B. Hotel Reservations

You will be responsible for making your own hotel reservations. Currently the US Institute has arranged for hotel rooms at the government rate at a specific hotel location. Please note the US Institute can only reimburse you up to the government hotel rate. If you are experiencing difficulty in reserving a room at the selected workshop site, please contact Mari Kemper at the US Institute for assistance.

REIMBURSEMENT OF TRAVEL COSTS

A. Out of Pocket Expenses

- The following expenditures require a receipt: taxis, parking, rental cars, hotels, and any authorized incidental expenses

B. Per Diem

- Your **per diem** rate for meals is a flat rate - the rate varies by city. These rates are available on the web:
<http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml>
Note that the first and last days of travel are calculated at 75% of the daily rate.

- You do **not** need to save receipts for meals, as this is established rate will be paid to you regardless of your actual expenses. If the Institute provides any meals, we will automatically deduct them from your per diem reimbursement.
- You do not need to calculate total per diem; we will do that for you based on the number of full and partial days of travel.

C. Mileage

- You are allowed mileage for business use of your personal car. The current rate for travel after December 31, 2003 is 0.375 cents per mile.
- You do not need to calculate mileage reimbursement; simply indicate the number of miles driven and we will calculate the amount of reimbursement for you.

D. Phone Use

- Some of your telephone calls during your workshop trip are reimbursable. You are allowed \$5.00 per day for personal calls and unlimited business calls, as long as they are relevant to the facilitated workshop.
- If the phone calls are included on the hotel bill, please indicate which ones are allowable business calls and which are personal.